

# JEFFERSON TOWNSHIP

7407 LAMOR ROAD

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Supervisors

## POLICY FOR USE OF JEFFERSON TOWNSHIP BUILDING & GROUNDS

The Jefferson Township Municipal Building is intended primarily to serve as the center of township government. The building contains offices for the Board of Supervisors, Police Chief and Township Secretary/Treasurer, all of which are necessary adjuncts for the implementation of township business and therefore have priority claim to building and grounds use. However, the Board of Supervisors may permit the use of the township building and grounds for social recreational purposes when such other conflict with the necessary township governmental needs and purposes.

I The use of the Jefferson Township Municipal Building or grounds may be secured upon the following conditions:

1. A permit for the use of the township building and grounds shall be completed by the authorized organization representative or individual desiring to use the building and grounds. When leased for charitable purposes, a statement from the President or designated representative of said organization will indicate the charitable purposes for which such lease is intended.
2. The application shall describe briefly the type of activity to be held.
3. In case of questionable use, the Jefferson Township Board of Supervisors shall be the sole judge of the practicality and suitability of the requested activity and reserves the right to reject any application.
4. Use will not be granted at any time for the financial gain of any individual or individuals or private commercial enterprises except by special permission of the Board of Supervisors.
5. The hours of use of the township building and grounds shall not conflict or interfere in any manner with regularly scheduled township activities. The activity shall cease at midnight (12:00 am) except by special permission of the Board of Supervisors.
6. Reservation cannot be made more than one year in advance. Reservations are not valid until the permit has been approved and the deposit received. Refunds will not be granted on cancellation of reservation made less than one month prior to the scheduled event. No deposit refunds will be granted on cancellation of reservations made within one (1) month of scheduled event.
7. The organization permitted to use the township building and grounds shall become responsible for the proper care of the building, equipment, and grounds, particularly that which is directly used by the organization. Any items broken or missing must be replaced to the satisfaction of the Board of Supervisors and any damage beyond that which could be considered normal usage must be repaired at the expense of the group or organization renting the facility. The following guidelines must be followed:
  - A. The serving or drinking of alcoholic beverages is not permitted on the premises. The organization leasing the building and grounds shall be held strictly accountable for the enforcement of this requirement.
  - B. Arranging tables and chairs is the responsibility of the lessee. The cleaning and returning of chairs and tables to storage will also be the responsibility of the group using the facilities.
  - C. The floor of the community room must be dry-mopped or swept after each use by the lessee.
  - D. No long distance telephone calls can be made.
  - E. The picnicking areas and other park facilities must be kept clean and free of litter by the people using them. Receptacles will be provided for receiving refuse.
  - F. Decoration cannot be permanently attached to the walls. Decorations made from flammable materials are prohibited.

### II Fees

1. The intent of assessing rental fees is to recover utility cost and compensate for the extra costs in providing the facility.
2. Rental fees must be paid in advance before the commencement of the activity. A deposit of twenty-five dollars (\$25.00) and a rental fee of seventy-five dollars (\$75.00) must accompany the signed permit.
3. These fees include use of the kitchen.
4. Request for a police officer must be negotiated with the Chief of Police of the Jefferson Township Police Department.
5. Any individual, group or organization applying for a permit for use of the building must pay the deposit fee of twenty-five dollars (\$25.00). The return of deposit fee will be approved to the lessee after the custodian has checked and given his approval that the building and grounds are in order. The deposit refund check will be approved at the following Supervisor's meeting.
6. Use of the kitchen includes the use of the stove, sink, and refrigerator.

### III Procedures – Scheduling – Contract

1. An individual appointed by the Board of Supervisors will handle all functions for the community room and kitchen activities.
2. The Jefferson Township Municipal Building is tobacco free, including the garage. No smoking is permitted in the building.
3. These rules and regulations will be posted inside the Jefferson Township Building with copies available to lessees.
4. These rules and regulations apply to all functions on Jefferson Township Building and grounds.

Reviewed 4/24/12

# Jefferson Township



**- Parks & Recreation -**  
**7407 Lamor Road Mercer, Pennsylvania 16137**  
**Telephone 724.662.3310**  
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## LODGE & GROUNDS RENTAL POLICY

1. No alcoholic beverages allowed on premises.
2. Do not put staples on tables or walls.
3. Bring your own refuse bags.
4. No parking on grass except to unload / load and return vehicle to parking area.
5. Carry refuse to container at end of road. If can is full, take refuse to dumpster at Jefferson Township building.
6. Empty the refrigerator completely.
7. Wipe off tables and counter and sweep floor and pick up any refuse/litter associated with your event, inside and outside.
8. Make sure fireplace is completely out by allowing it to burn down, please do not pour water onto fire as it could damage the bricks.
9. Turn off lights and fans when leaving.
10. Picnic tables taken from inside the Lodge need to be returned to the inside of the Lodge before leaving.
11. Return key to township office within three (3) days after your event.